

CITY OF TIPP CITY PUBLIC RECORDS REQUEST FORM This form is not required to submit a request, but helps the City with tracking and responding.

DEPARTMENT:	
	Date:
Fax: _	
State: _	Zip:
ossible. We will be able to process your	
Request Completed (Notification Given of Record Availability)	Request Pick-up/Mailed/Faxed
Date:	Date:
Staff Initials:	Staff Initials:
Number of Copies/Cost	Completion
Number of Pages:	□ Pick-up □ Faxed
Total Cost:	☐ Mailed ☐ Denied ☐ Other:
Payment received: ☐ Cash ☐ Check Number	